

**From:** Jamie Woodlief [jamie.woodlief@ncpublicschools.gov]  
**Sent:** Thursday, August 05, 2010 2:33 PM  
**To:** More at Four Contract Administrators; More at Four Program Contacts;  
More at Four Fiscal Contacts  
**Cc:** OEL Staff  
**Subject:** More at Four Subcontract Templates for 2010-11

It's a new year of the More at Four Pre-Kindergarten Program (MAF) and your work at the local level has and will continue to be integral to its successful implementation. New subcontract templates for the SFY 2010-11 are being provided for your use. Prior to entering into a subcontract, ensure the site has been approved by the Office of Early Learning. The new templates can be found on the Office of Early Learning website:

<http://www.ncprek.nc.gov/MoreFour/forms.asp>

If the provider of the *More at Four* services (provision of high quality pre-kindergarten services - **6 to 6 ½ hour day**) is not under the auspices of your agency a subcontract must be executed. **A proper relationship between your agency and the subcontractor cannot be over emphasized.**

Each template includes attachments after the contract document for your use. These are explained in the instructional page. These subcontract templates should only be used to subcontract for the More at Four slot(s) for which the Provider will receive reimbursement for a filled slot. The template(s) should also be reviewed by your legal counsel to ensure it meets your agencies requirements.

- The template titled "[Subcontract template no Smart Start funds](#)" should be used if Smart Start funds will not support the payment (a filled slot) of the *More at Four* 6-6 ½ hr day services. This template may be used for all other funds except Smart Start.
- The template titled "[Subcontract template with Smart Start funds](#)" should be used if Smart Start funds will support the payment (a filled slot) of the *More at Four* 6-6 ½ hr day services. This template may also include other funding sources. This template has been approved by the North Carolina Partnership for Children.

Please review the instruction page and each subcontract template before using. The templates may be used for private-for-profit, private not-for-profit and public (local) agencies. You will notice that certain clauses are designated for private agencies (not-for-profit and for profit) and/or public agencies only. Unless specifically noted, all clauses are applicable to all types of contractors.

Updates have been made to both templates for 2010-11. The [subcontract amendment template](#) has also been updated. **Please discard all previous subcontract templates and use these new documents.**

Updates include, but are not limited to, the new title of the Office of Early Learning, new references to the More at Four Program Requirements and More at Four Program Guidance, the inclusion of TANF as a funding source, revisions to Record Retention, new item titled Employment Taxes and the new More at Four Assurances and Requirements.

Please contact **Susan Blackard (919) 981-5346** should you have any questions or issues that arise regarding the subcontract templates.

\*\*\*\*\*  
\*\*\*\*\*

Jamie L. Woodlief

Executive Assistant

Office of Early Learning

NC Department of Public Instruction

(919) 981-5530

[www.ncpublicschools.org/earlylearning](http://www.ncpublicschools.org/earlylearning)

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.